

Chief, Bldg. Maintenance & Utilities Division

27 July 1951

Chief, Fiscal Division

Work Orders for Hot Plate Installations

1. Reference is made to memorandum of 27 June 1951 regarding payments to GSA under work orders covering hot plate installations. The sums furnished with the memorandum total \$150.00 whereas the amounts billed total \$161.77.

2. This office will process GSA vouchers for payment in accordance with the procedure preferred by that activity as set forth in your memorandum. Cash collections secured by you should be forwarded to this office for deposit in the U.S. Treasury. It will be necessary, however, that the exact amount charged on each work order be forwarded. We have no funds available for making change where more than the amount billed is furnished, and it does not appear proper to issue official Agency billing forms in those instances where a smaller amount than necessary is forwarded. Further, we would not be in a position to know whom to contact.

3. Returned for appropriate adjustment action are Work Orders Nos. 222, 297, 293, 255, 308, 221 and 220, \$50.00 in cash and \$100.00 in checks. When the exact amount applicable to each order has been collected, please attach to the work order and transmit to this Division so that payment to GSA may be effected.

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VLB/mk  
cc: Accounts  
Claims  
File  
FPB

Document No. 002  
To: Chief, Fiscal Division ☒  
By: [Signature]  
Date: NOV 2 1951  
By: 643